

0630.02 Internal Consulting Services

Issued October 4, 1993

SUBJECT: Internal Consulting Services.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide rapid response to agencies in need of consulting assistance, particularly when estimated costs are lower than for outside consultants and greater immediate knowledge of State government operations is an important consideration.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of Information Technology (OIT), Management Practices Program.

TELEPHONE: 517/241-2959

FAX: 517/335-1575

SUMMARY: Authorized staff in an Executive Branch Department or Sub-unit who want to explore the suitability of internal consulting services for a proposed project shall submit a brief letter to the Director, OITS. This letter should state the problem to be addressed, outline the type of assistance that agency management believe is needed, and indicate desirable project parameters such as cost, schedule, and funding sources.

If the proposed project appears to be an appropriate candidate for the internal consulting program, the Director of OITS or designated senior staff will work with the client agency to specify project objectives, deliverable products, and major tasks. OITS will draft a formal project agreement. The agreement will contain a statement of work and specify the purpose, period of performance, compensation, administration, progress reporting, and provisions for client-driven changes or termination.

An internal consulting engagement, using core and adjunct technical staff as needed, will begin when the agreement has been signed by the respective top-level administrators and department directors.

APPLICABLE FORMS: None.

* * *

Procedure Update: 4-16-01
Procedure 0630.02